



VACANCY ANNOUNCEMENT
December 31, 2013

Information Resource Specialist

The Kansas Secretary of State is hiring an Information Resource Specialist to serve in our Information Technology department. This position will be primarily responsible for: 1) managing the research and procurement of IT related resources, 2) serving as the principal staff member for the agency's IT help desk, and 3) the administration and maintenance of IT related assets including hardware, software, licenses and warranties.

WORK EXAMPLES

Research and coordinate IT purchases including the evaluation of vendor hardware and/or software. Assist with the training of end users. Stay abreast of latest IT trends and developments. Provide assistance with the design, installation and maintenance of end-user IT systems including PC's, laptops, virtual machines, printers, copiers, phones and other peripherals. Collect and analyze data and prepare reports assessing the IT needs of the agency. Cross-train for other duties within the department as required.

REQUIREMENTS

Education/Experience

- Associates Degree (IT) and 2 or more years experience in IT related field OR
Bachelors Degree (IT) OR
4 or more years experience in IT related field

Skills

- A strong work ethic including the desire to provide exceptional customer service
- Superior interpersonal skills including the ability to work in a fast-paced office environment
- A high degree of professionalism and respect for customers, co-workers, and supervisors
- Effective communication skills including the ability to actively listen and pleasantly share information
- Comfortable learning new processes and adapting to changes in processes and technology
- Ability to multi-task and work under pressure while maintaining a high degree of accuracy
- Ability to solve problems, thoroughly research issues and effectively communicate findings with customers and coworkers

HOURS & SALARY

This is a full time, benefits eligible position. Hours of operation are Mon through Fri, 8:00 am to 5:00 pm. The Secretary of State's office is located in downtown Topeka. Starting salary for this position will be between \$32,000 and \$38,000 per year depending on education and experience.

WORK ENVIRONMENT

The Kansas Secretary of State's office is responsible for numerous constitutional and statutory duties. Our IT department supports various modern and legacy technologies. This position requires incumbents to evaluate our existing environment and recommend solutions for new environments.

APPLICATION DEADLINE

This position will remain open until filled.

APPLICATION REQUIREMENTS

1. Secretary of State Employment Application http://www.sos.ks.gov/about/about_resources_job.asp
2. Kansas Tax Clearance Certificate <http://www.ksrevenue.org/taxclearance.html>
3. Resume (email to) hr@sos.ks.gov

EMPLOYMENT PHILOSOPHY

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

CONTACT INFORMATION

For information regarding your application or the application process please contact Mike Brassel.

Phone: (785) 291-3603
Fax: (785) 368-8032
E-mail: hr@sos.ks.gov
Web: <http://www.sos.ks.gov/>
Mailing Address: Kansas Secretary of State
Memorial Hall, Room 140
Attn: Mike Brassel
120 SW 10th Ave
Topeka, KS 66612-1594